

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

<u>APPLICATIONS</u>	:	All applications must be submitted to the relevant Recruitment Response E-mail as stated below.
<u>CLOSING DATE</u>	:	13 July 2020
<u>NOTE</u>	:	For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting

MANAGEMENT ECHELON

<u>POST 16/19</u>	:	<u>CHIEF DIRECTOR: INVESTIGATING DIRECTORATE OPERATIONS REF NO: RECRUIT 2020/111</u> (Three Year Contract) Investigating Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 251 183 – R1 495 956 per annum (Level 14) (Total Cost Package) Pretoria: Head Office An appropriate B Honours degree/Post graduate Diploma (NQF 8). A minimum of 15 years' experience in the public sector environment of which at least ten (10) has to be at Senior Management level. Knowledge of legislation and regulations pertaining to public service administration. General computer skills in MS Office suite. General management skills as per the Senior Management Service competency framework. Information management abilities. Writing skills. Task/Time management skills. Strategic thinking. Conflict management. Interpersonal relations. Communication. Project management. Valid driver's license required. (Attach proof).
<u>DUTIES</u>	:	Provide strategic and management support for the Investigating Directorate by, for example preparing /reviewing inputs of the Investigating Directorate to the NPA's and/or DOJ&CD's strategic plans, annual performance plans and

operational plans as well as monthly/quarterly/annual reports. Oversee the programme and projects as well as system management of the Investigating Directorate by e.g. coordinating the expansion and continuous improvement of the Investigating Directorate's operational procedures and systems for the effective and efficient investigation, analysis and resolution of cases. Manage and coordinate stakeholder relations for the Investigating Directorate, inclusive of developing and maintaining a partner/stakeholder management strategy to leverage the support of partner organisations/individuals through required memoranda and/or agreements. Provide strategic direction and leadership in acquiring financial and human resources for the Investigating Directorate from both public and private sources. 5) Develop and implement approaches/techniques to promote a conducive culture in the Investigating Directorate among all staff, including embedding ethical values, integrity and a delivery mindset.

ENQUIRIES
APPLICATIONS

: Jacques du Toit Tel No: (012) 845 6263
: e mail Recruit2020111@npa.gov.za